



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 06-07

14 February 2006

**MERIT PLACEMENT - STANDING CERTIFICATE OF ELIGIBLES (COE)**

1. The California National Guard is committed to fair competition for all advertised technician vacancies. The advertisement and re-advertisement process can be very time consuming, at times, mission requirements may not be met because of the time required to advertise and fill vacant positions. To expedite the selection process for positions which require immediate fill, future vacancy announcements will be published with the intent that the same certificate may be used to fill other vacancies at the organization limited to the criteria in paragraph 2. Historically, some occupations employed by the California National Guard have a low retention rate. Additionally, open certificates and current advertisements meeting the below criteria may also be considered.

2. General Requirements.

a. Use of standing COE's is permitted only within 60 days from the close of a vacancy announcement. Extension of the standing COE beyond the 60 day limit will not be considered and may not be waived because the applicant pool would have significantly changed.

b. Additional vacant positions considered for fill under a standing COE flexibility must have the same geographic location, grade, position description, qualifications, knowledge, skills, and abilities (KSA's) as the earlier advertised position.

c. Management retains the right to select or non-select from any properly certified group of candidates. At no time must a manager/supervisor return to a certificate to make a selection. The choice to re-advertise is a management right.

3. Procedures. Procedures will vary depending on where the supervisor is in the merit placement process when considering using the standing COE flexibility.


	<b><i>Certificate on Hand</i></b>	<b><i>Certificate Returned to HRO</i></b>
a.	Supervisors may make additional selections from a COE they possess after they have received approval from the Directorate for Human Resources, Classification Workcenter. This process will be documented in writing (e-mail is preferred). Classification's role is to insure proper workforce management.	The supervisor must obtain written concurrence from classification and then may forward their request to Staffing. A "Standing Register" COE will be produced which will include all names listed on the previous certificate.
b.	Rank KSA's for each applicant (as required). Selection must be from among the highest three rated candidates available. KSA's are required based on the number of advertised positions and not available positions under a standing register.	KSA ratings & rankings from the earlier competition will be observed. Selection must be from among the highest three rated candidates available.
c.	Selections (SF-52/CNG 690-2) must be received in the HRO within 20 days from close of the original announcement.	Selections (SF-52/CNG 690-2) must be received in the HRO within 20 days from receipt of the standing COE.

TAAI 06-07, dated 14 February 2006

SUBJECT: Merit Placement - Standing Certificate of Eligibles (COE)

4. Vacancy Announcement Statement. The following statement may be added to all vacancy announcements published on or after the date of this TAAI: "A standing register will be created from the listing of qualified applicants for this/these position/s. Applicants may be considered for positions in the specialty area and at the specified location for up to 60 days from the close of this vacancy announcement".

5. Direct questions concerning this TAAI to TSgt April Mosher at DSN 466-3598 or (916) 854-3598; Mrs. Barbara Chiodo at DSN 466-3491 or (916) 854-3491; or Ms. Roberta Barajas at DSN 466-3359 or (916) 854-3359.

  
STUART D. EWING  
Captain, CA ANG  
Deputy Director for Human Resources

DISTRIBUTION:

Air: TA

Army: TA